

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
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San Juan, P.R. 00918
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Vacancy Announcement 16-03

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: CJA Technician
Position Type: Full-time
Grade: Classification Level CL-24 with Promotion Potential to a CL-25
Depending Upon Qualifications and Experience
Salary: \$35,470.00 + 4.20% Cost of Living Allowance
Open Date: Thursday, February 11, 2016
Closing Date: Friday, February 26, 2016

POSITION OVERVIEW

The United States District Court for the District of Puerto Rico is seeking applicants for a Criminal Justice Act (CJA) Technician position. The incumbent assists in the administration of the Court's Criminal Justice Act Payment Program, ensuring compliance with 18 U.S.C. §3006A. This position reports directly to the Court Unit's Financial Manager.

REPRESENTATIVE DUTIES

A CJA Technician performs the following duties: Responds to eVoucher help desk calls and e-mails, and logs application problems; Provides information and assistance to end users on eVoucher application. Assists and conducts legal research and procedural compliance audits of CJA vouchers submitted for payment, including research of CJA guidelines, court docket, and other sources as needed to make necessary determinations, as applicable; Serves as liaison with Judicial Officers, the Federal Public Defender, CJA panel attorneys, the Administrative Office of the US Courts, Court Reporters, and other persons and entities regarding the submission and processing of CJA vouchers; Manages the flow of vouchers, develops and implements changes to expedite processing, reviews vouchers and develops procedural manuals; Assists in preparing reports and forms by compiling information. Keeps current with CJA guidelines and reference materials and assists with updating judges, clerk's office personnel, and CJA panel attorneys regarding changes; Provides training to CJA panel attorneys on voucher processing and payment.

QUALIFICATIONS

To qualify for this position the candidate must have a minimum of two (2) years of specialized experience.

SPECIALIZED EXPERIENCE

Progressively responsible experience clerical or administrative experience that provides knowledge of the rules, regulations, practices and principles of financial administration and/or accounting; and involves the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets, or database applications.

PREFERRED QUALIFICATIONS

- ❖ Possess a Bachelor's Degree in accounting or related field from an accredited college or university.
- ❖ Some legal or law related experience is desirable.
- ❖ Ability to analyze material and apply procedural rules.
- ❖ Ability to interact effectively with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.
- ❖ Information technology background and experience is highly preferred.

APPLICATION PROCESS

Qualified persons interested in being considered for this position must submit an application package to include the following:

- 1) **Application for Judicial Branch Federal Employment-** Form AO78, available in the Clerk's Office or on our website www.prd.uscourts.gov.
- 2) **Cover Letter** stating the reason for your interest in the position and
- 3) **Resume** detailing all relevant experience, education and skills.

The vacancy announcement number must be clearly indicated on the front page of your Cover Letter. Applications may be hand-delivered or mailed to:

United States District Court-PR
Attn: Agnes Ferrer-Auffant, Esq.
Human Resources Manager
150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918-1787

or e-mailed to: vacancies@prd.uscourts.gov

All applications must be submitted by Friday, February 26, 2016. E-mailed documents must be submitted as a single PDF document. Due to the anticipated volume of applications, the court will only communicate with those individuals invited for an interview. The Court reserves the right to modify or withdraw this announcement without prior notice. Applications submitted for this position may be considered for similar positions that may occur within 90 days from date the position is filled.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer